



## PROCESS FOR MINOR, EXEMPT AND FAMILY SUBDIVISIONS

### **Submittal Requirements**

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**3 blueprints** of proposed minor subdivision  
Completed Minor Subdivision application  
Completed Minor Subdivision checklist  
Application for Letter of Sewer Availability

### **Review Processes**

**1 blueprint** along with a copy of the subdivision application is forwarded to Water Resources (Mike Brookshire) for review. Applicant may take documents to Water Resources or staff will mail them in interdepartmental mail.

**1 blueprint** along with a copy of Letter of Sewer Availability signoff form is sent to MSD for review. Applicant may take or mail paperwork to MSD.

Planning staff reviews blueprint for development standards compliance. Upon receipt of Water Resources and MSD approval, staff contacts applicant and advises of any needed changes to the proposed subdivision survey.

Applicant submits final **mylar** to Planning staff for signature.

Upon recordation applicant must provide Planning staff **2 copies** of the recorded plat.

**\*\*Review time approximately 10 working days.**

## **MINOR SUBDIVISION SURVEY SUBMITTAL REQUIREMENTS**

(3) Blueprints Required at Initial Submittal

### **Minor Subdivision Surveys must include a "Title Block" containing the following information:**

|  |                          |
|--|--------------------------|
| Name and Address of Property Owner (s)                           | <input type="checkbox"/> |
| Name, Address, and Phone Number of Contact Person                | <input type="checkbox"/> |
| Name of Subdivision  | <input type="checkbox"/> |
| Location of Project, Address and a Vicinity Map                  | <input type="checkbox"/> |
| Name of Design Professional                                      | <input type="checkbox"/> |
| Design Professional Seal and Signature                           | <input type="checkbox"/> |
| Scale: Between 1 inch = 10 ft. and 1 inch = 50 ft                | <input type="checkbox"/> |
| North Arrow  | <input type="checkbox"/> |
| PIN Numbers  | <input type="checkbox"/> |
| Date of Drawing  | <input type="checkbox"/> |
| Subsequent Revision Date   | <input type="checkbox"/> |
| Zoning District  | <input type="checkbox"/> |
| Size of Property in Acres (or Square Feet if Less than one acre) | <input type="checkbox"/> |
| Deed Reference for Property                                      | <input type="checkbox"/> |
| Surveyors Certificate Stating Plat was Drawn from a Survey       | <input type="checkbox"/> |

### **The Minor Subdivision Survey must include the following:**

|   |                          |
|---|--------------------------|
| Lot Lines with Data on Location and Bearings of all Boundaries and Lines<br>(Linear Measurements to 1/100 Feet and Angles Measured to Minutes)                  | <input type="checkbox"/> |
| Show entire parent property boundary  | <input type="checkbox"/> |
| Show Numbered Lots with Acreage (Square Footage for lots with Less than one acre)   | <input type="checkbox"/> |
| Provide topographic lines at 5' intervals and the average slope of the natural terrain<br>if all or any portion of the lot is at or above an elevation of 2220' | <input type="checkbox"/> |
| Provide Flood Classification and Flood Zones by delineation   | <input type="checkbox"/> |
| Show Adjoining Property Owners and Property Lines   | <input type="checkbox"/> |
| Show all <u>Existing</u> Structures   | <input type="checkbox"/> |
| Show all Existing Railroads and Bridges   | <input type="checkbox"/> |
| Show Required Setbacks: Note and Dimension any Encroachments  | <input type="checkbox"/> |
| Show and Dimension all Rights-of Way  | <input type="checkbox"/> |
| Show <u>Existing</u> and <u>Proposed</u> Easements; Label and Dimension   | <input type="checkbox"/> |
| Note any <u>Existing</u> and <u>Proposed</u> Encroachments into Setbacks, Public Rights-of-Way,<br>and Easements.   | <input type="checkbox"/> |
| Show <u>Existing</u> Streets and Driveways (Note if any are not to be used)   | <input type="checkbox"/> |
| Show and Indicate Locations of Nearest Fire Hydrants  | <input type="checkbox"/> |
| Show <u>Existing</u> Water Lines, Sewer Lines and other Utilities   | <input type="checkbox"/> |
| Verification of Water and Sewer Availability<br>(Refer to Process for Minor, Exempt, and Family Subdivision Attachment)   | <input type="checkbox"/> |

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**Checklist and Plans are to be submitted to the City of Asheville, Planning and Development  
Department located at City Hall Building, 5<sup>th</sup> Floor, Asheville, NC, 28802**



**MINOR AND EXEMPT SUBDIVISIONS  
SEWER AVAILABILITY SIGN-OFF**

The City of Asheville Planning and Development Department requires developers requesting approvals on minor and exempt subdivisions to have initial sign-off from the Metropolitan Sewage District. This is to determine the availability of service for the proposed residential (or commercial) lots prior to approval of the minor or exempt subdivision plat.

Sign-off forms can be mailed or hand delivered to the Metropolitan Sewage District office (located at 2000 Riverside Drive), along with one copy of the proposed subdivision plat, to the attention of Susan Presley. She may also be contacted at (828) 251-4781. **A signed copy of this form is required to be submitted to the Planning and Development Department prior to approval of the plat.**

Please provide the following information:

Parent PIN # \_\_\_\_\_

Street Name/Address: \_\_\_\_\_

Total number of proposed lots: \_\_\_\_\_

Owner: \_\_\_\_\_

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**METROPOLITAN SEWAGE DISTRICT**

This is to verify that the proposed minor or exempt subdivision:

☐ Can be provided with adequate sewer service provided the owner submits a completed application for public sewer service / wastewater allocation.

Additional Information: \_\_\_\_\_

\_\_\_\_\_

☐ This lot is served by a private septic service.

Explanation: \_\_\_\_\_

\_\_\_\_\_

☐ Sewer service is not available at this site.

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**MSD Representative**

\_\_\_\_\_  
**Date**

**City of Asheville Planning and Development (828) 259-5831**

**Fax Completed Sign-off Form to: (828) 259-5709**

4/28/04

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## CITY OF ASHEVILLE SUBDIVISION APPLICATION FORM

Planning and Development Department, PO Box 7148, Asheville, NC 28802, (828) 259-5830

☐ Major Subdivision    ☐ Subdivision Modification    ☐ Minor Subdivision    ☐ Recombination

APPLICATION DATE \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_ (Area of Town) N S E W C

SUBDIVISION/OWNER NAME \_\_\_\_\_

PROPERTY LOCATION/STREET \_\_\_\_\_

PIN \_\_\_\_\_ DEED BOOK / PAGE \_\_\_\_\_

ORIGINAL TRACT SIZE \_\_\_\_\_ SQ FT/ACRE TOTAL # OF PROPOSED LOTS \_\_\_\_\_

### SUBDIVISION TYPE / DESCRIPTION

☐ RESIDENTIAL \_\_\_\_\_ ☐ COMMERCIAL \_\_\_\_\_  
☐ INDUSTRIAL \_\_\_\_\_ ☐ OTHER \_\_\_\_\_  
☐ MODIFICATION REQUEST \_\_\_\_\_

OWNER NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

REGISTERED SURVEYOR \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

I certify that the above information is accurate and true and that I am the owner or a duly appointed agent of the owner. I understand that a copy of the recorded plat (minor and exempt subdivisions) or approved final plat (major subdivisions) must be submitted to the Planning and Development Department prior to the issuance of any permits associated with this subdivision.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

### FOR OFFICE USE ONLY

FEE \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_ METHOD \_\_\_\_\_

HTE PROJECT NUMBER \_\_\_\_\_ ENTRY BY \_\_\_\_\_ DATE: \_\_\_\_\_

COPIES TO: ☐ WATER \_\_\_\_\_ ☐ MSD \_\_\_\_\_

☐ PRELIMINARY PLAT APPROVAL ☐ FINAL PLAT APPROVAL / DATE \_\_\_\_\_

☐ WITH CONDITIONS (Attached)

\_\_\_\_\_  
SIGNATURE OF REVIEWER

\_\_\_\_\_  
DATE